

## Transaction Supervisor's Forum 06/16/2016

### **PPSD provided the following updates at the forum:**

#### **General Update:**

SCO announced revised PPSD Escalation email procedures and updated the Customer Contact Center (ACD) call tree. The information is available on the SCO website:

[http://www.sco.ca.gov/ppsd\\_state\\_hr.html](http://www.sco.ca.gov/ppsd_state_hr.html)

SCO reminds departments to complete the Master Payroll Certification (MPC) after completing payroll warrant reconciliation. See Payroll Procedures Manual (PPM), Section M – Master Payroll Certification.

#### **Retirement:**

1. When should the department be keying Retirement Account Code changes and has SCO released specific instructions?

All concerns are addressed in Personnel Letter 15-019. The Letter states “no action is required...the codes are still valid but no additional employee should be assigned”, therefore SCO is not making any mass updates. However, the Letter and the PAM Section 2.62, Item 505 – Account Code Index instructs Personnel Offices when to change the account code. See below:

#### Section 2.62 Item 505 – Account Code Index (rev. 11/15)

**Description:** An Account Code is a one or two-character code used by the EHDB system to denote employees' retirement attributes. It is critical that the correct retirement account code is assigned to ensure that payroll is accurately calculated.

**Length:** 1 or 2 character(s)

**Required:** When the employee is:

- New to the data base or adding a position to the data base via a Padded PAR; or
- Changing from non-member to \*member or vice versa; or
- Changing from one retirement system to another; or,
- Changing from the PST retirement plan to a retirement system; or,
- Changing position or appointment status thereby making the current Account Code reflected in PAR Item 505 incorrect.

\*A member is an employee who has qualified for membership in a retirement system and on whose behalf an employer has become obligated to pay contributions.

If the departments have exhausted all their resources and still need assistance in determining the account code, they can call the Retirement Liaison Line (916) 324 1471 as instructed in the letter.

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### **CS Payroll**

#### **2. When should a department use the Std. 666 when redepositing a warrant?**

The Std. 666 should be used when returning a master warrant for an employee whom there is a difference between the time worked in a position and the time paid on the master payroll warrant register. See Payroll Procedures Manual (PPM) Section D 008 – Form Std. 666 Completion (Rev. 04/15).

Additionally, the department must access the Master Payroll Certification system and certify attendance by keying the correct code (1 = 1st half, 2 = 2nd half, and 3 = monthly). See PPM Section M – Master Payroll Certification and Payroll Letter 11-012 for further information.

A Payroll Adjustment Notice, form STD. 674 is a multi-use document for the following attendance/warrant processes:

- Certification of time (includes time worked while on Temporary Disability Leave)
- Return warrants for redeposit and, if applicable, the request for reschedule.
- Return warrants for garnishment/notification of garnishment to be rescheduled
- Request transfer of funds
- Inquiry
- Request payments that cannot be keyed on the Payroll Input Process (PIP) System (refer to PPM D 009).

See PPM Section D 010: Payroll Adjustment Notice Form Std. 674 (Rev. 03/02).

#### **What date is PPSD currently working on as of 06/20/2016?**

<b>Unit</b>	<b>Workload Type</b>	<b>Oldest Date</b>
<b>Position Control</b>	<b>607</b>	<b>6/8/16</b>
<b>Audits</b>	<b>PARs</b>	<b>6/13/16</b>
<b>Disability</b>	<b>IDL Special/Complex</b>	<b>03/28/16</b>
	<b>IDL Regular</b>	<b>06/13/16</b>
	<b>SDI Special/Complex</b>	<b>06/14/16</b>
	<b>SDI Regular</b>	<b>06/14/16</b>
	<b>NDI Special/Complex</b>	<b>06/15/16</b>
	<b>NDI Regular</b>	<b>06/16/16</b>

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<b>Unit</b>	<b>Workload Type</b>	<b>Oldest Date</b>
	<b>TD Special/Complex</b>	<b>06/14/16</b>
	<b>4400</b>	<b>06/14/16</b>
	<b>4800</b>	<b>06/16/16</b>
<b>Payroll</b>	<b>EH Messages</b>	<b>5/26/16</b>
	<b>674</b>	<b>05/24/16</b>
	<b>674 A/R</b>	<b>05/13/16</b>
<b>Benefits</b>	<b>Health</b>	<b>03/18/16</b>
	<b>FLEX News Appeals/Changes</b>	<b>03/23/16</b>
	<b>FLEX Cancels</b>	<b>05/02/16</b>
	<b>FLEX Reimbursements</b>	<b>04/01/16</b>
	<b>Dental New</b>	<b>06/20/16</b>
	<b>Dental Cancels</b>	<b>06/20/16</b>
	<b>Dental Appeals/Changes</b>	<b>05/27/16</b>
	<b>674 A/R</b>	<b>06/08/16</b>
	<b>674 Leave Credits</b>	<b>01/21/16</b>
<b>Misc. Deduction/W-2</b>	<b>Group Legal</b>	<b>06/15/16</b>
	<b>LTD</b>	<b>06/16/16</b>
<b>Retirement</b>	<b>EH Messages</b>	<b>03/14/16</b>